

DEC. 1950

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CENTRAL INTELLIGENCE AGENCY
INFORMATION FROM
FOREIGN DOCUMENTS OR RADIO BROADCASTS

REPORT

CD NO.

COUNTRY Czechoslovakia
SUBJECT Economic - Planning
Sociological - Labor
HOW PUBLISHED Booklet
WHERE PUBLISHED Prague
DATE PUBLISHED 1950
LANGUAGE Czech

DATE OF INFORMATION 1950

DATE DIST. 27 Aug 1951

NO. OF PAGES 14

SUPPLEMENT TO REPORT NO.

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SOURCE

Smernice pro Vypracování Navrhu Prováděcího Plánu Práce na Rok 1951.

DIRECTIONS FOR WORKING OUT THE CZECHOSLOVAK
DRAFT OPERATIONAL LABOR PLAN FOR 1951

The following directives for compiling the proposal for the labor operational plan for 1951 were compiled by the State Planning Office in Prague and were published in 1950

I GENERAL FORM AND CONTENT OF THE LABOR LAW

A Purpose and Types of Labor Plans

The purpose of labor plans is to meet manpower requirements which are absolutely necessary for the fulfillment of plan targets while constantly increasing labor productivity.

The planning of the labor force is to be carried out in two ways: on an organizational and a regional basis. The task of the basic planning units is to ascertain the manpower demand. This demand is examined through the organizational network and is included in the over-all demands of the higher planning units. The regional method serves to verify the demand and, at the same time, to ascertain the regional demand situation and ensure its supply. In planning manpower requirements, the basic planning unit starts from the plan targets and uses as a basis for the exact determination of the demand the orientation figures on the increase of labor productivity, or the estimate figures for labor demand, and also norms of individual output, service norms, and other convenient indexes. As the availability of specialists is extremely important for the fulfillment of plan targets, all planning units must draw up plans for specialized personnel and even, to the extent indicated below, plans for apprentices.

As the labor force is to a great extent tied to a given locality, it is necessary to prepare balance sheets of manpower demand and resources not only for the country as a whole and for Slovakia, but for individual krajs and okreses as well. The kraj and okres manpower balance sheets thus become an important basis for social-political measures of an economic nature, such as allotment of production quotas and investments.

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To enable a comparison between labor-plan drafts, worked out by the ministries and those worked out by the krajs, the higher planning units and ministries should provide surveys of existing manpower and future manpower requirements in the respective krajs.

The following regulations are published for planning units of all levels. The Kraj and Okres National Committees, while preparing labor-plan drafts for 1951, will follow the regulations concerning the participation of National Committees in the preparation of operational labor plans for 1951.

B Content of Labor Plans

The labor plan of the basic planning unit consists, as a rule, of the following parts: (1) increased labor productivity plan, (2) general labor indexes plan, (3) permanent labor requirements plan, (4) seasonal labor requirements plan, (5) demand for specialized personnel plan, (6) demand for apprentices plan, and (7) an analysis of the labor plan and proposed measures to ensure fulfillment.

1. Increased Labor Productivity Plan

A plan for increased labor productivity determines to what extent the output of an individual worker is to be increased within the planning period, and lays down measures necessary to insure fulfillment of the plan.

As a basis for the plan, the planning unit shall use the estimate figure shown in the right-hand corner of the printed form. The compiling of alternate plans shall be based on the results of socialist competition, the shockworkers' movement, and the improvement drive; hidden reserves shall be uncovered and possible improvements shall be sought through analysis of technical, organizational, and personnel factors, to achieve economy of manpower and to surpass the estimate figures for increased labor productivity. Detailed reasons must be given for nonfulfillment of the estimate figure for increased labor productivity.

The increased labor productivity plan for 1951 will be drawn up in all sectors of industry, including the food industry, all branches of transportation, the building field, and in the public sector of agriculture.

The planning unit will set up the plan (a) for the principal activity of the planning unit, and (b) separately for each of its associated activities for which an independent output plan will be drawn up. Each associated branch will use for this purpose regulations and forms prescribed for such branches.

The regulations for the preparation of labor-plan drafts in the above-mentioned sectors will determine the scope, details, and forms of the increased labor productivity plan.

2. General Labor Indexes Plan

This part of the plan will be prepared only in the industrial and building fields. Directions for its preparation are contained in these regulations.

3. Permanent Labor Requirements Plan

With the exception of seasonal workers, who will be defined more precisely later, all workers are considered permanent workers within the meaning of these regulations. Of the permanent workers, a distinction should be made between personnel listed and personnel actually working. The listed personnel

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include all persons who are in a labor relationship with the unit, i.e., persons who have been hired as its employees and have not been dismissed, regardless of whether they are actually working, as well as former proprietors still active in the enterprise, and national administrators. On the other hand, trainees, volunteers, and home workers are not included.

The number of persons actually working will be obtained from the number of listed personnel by deducting the persons (a) on active military duty (reserve corps), or in military training for a period exceeding 4 weeks, (b) who have been sent to brigades outside the enterprise for a period exceeding 4 weeks, (c) who have been given assignments outside the enterprise, even if the assignment was effected according to Section I of Decree No 88/1945 of the President of the Republic, (d) who have been sent to courses or to training centers for a period exceeding 4 weeks, (e) who are on permanent leave because of their public office, (f) who are absent because of pregnancy and (g) who have been sick for a period exceeding 4 weeks; and by adding the persons (h) who have been assigned to jobs in the enterprise from another enterprise, even if the assignment was effected on the basis of Section I of Decree No 88/1945 of the President of the Republic, (i) who work in the enterprise as members of a brigade for a period longer than 4 weeks (including military units), and (c) who have been assigned to the enterprise as convicts or possibly prisoners.

The number of workers shown in the plan is in each case the number of employees actually working, excluding public administration employees and ecclesiastical personnel. In addition, for comparison, the number of listed personnel as of 30 June 1951 will be shown.

The permanent labor requirements plan will state the actual, the expected, and the planned number of active employees.

The actual number of active personnel must coincide with the number shown in statistical reports according to the regulations for the control of the operational labor plan for 1950. In case the number of active personnel in the control report also includes seasonal workers, the number of these workers should be deducted. Where the number of employees is calculated with the help of a planning calendar, the number of employees will be stated as of the date which is closest to the date set up in the plan.

The expected number of active personnel as of 31 December 1950 is established by taking into account the expected increase or decrease of workers determined by actual practice and experience acquired in recruiting the labor force necessary for realization of the 1950 labor plan. In sectors where an increase in labor productivity is planned, the expected number will be calculated relative to the necessity for a constant increase in labor productivity, but will not be lower than the level set by the operational plan for 1950.

Experience with the preparation of the plan for 1950 has shown that the expected number of workers was estimated incorrectly. As the figures concerning the expected numbers of workers are of considerable importance for balancing the labor force and for planning labor productivity, it is necessary that the planning units acquire the best possible material for determining the expected numbers, and thoroughly analyze the material gathered to establish the required numbers accurately.

The planned number of active workers as of 30 December 1951 will be calculated on the basis of the plan for individual output (of product or service), within the framework of the estimated figure on manpower demand and the estimated figure on increased labor productivity. In compiling alternate plans, the planning unit must uncover the hidden reserves so they can keep within, or decrease, the estimate figure for manpower demand. The planning unit must, therefore, proceed with planning after having screened all places of work with

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respect to planned increase in labor productivity and the necessity for gradual improvement of work organization, taking into consideration the strengthening of norms on the basis of results of socialist competitions, shockworkers' movements, and improvement drives

The difference between the number of workers as of 30 December 1951 and that as of 30 December 1950 may appear within the individual groups of workers as an increase (plus) or decrease (minus). The increases and decreases are added separately for the entire enterprise by the higher planning units, and, in addition, the total difference is calculated.

The quarterly breakdown of the labor demand plans as of 1 April, 1 July, 30 September, and 30 December 1951 shall be carried out on the basis of the individual output plan (products and services) for 1951 in total figures for men and women. The breakdown will be made in such a manner that the planning unit shall not plan for the coming period -- insofar as the character of the work allows -- any release of already experienced workers whom the unit has accepted in previous periods.

The permanent labor requirements plan shall be set up by the planning units as follows: (a) For the unit as a whole. For that purpose they shall use a form which includes the totals of the permanent workers (divided into men and women) taken from the plans of the main activity and from supplementary plans. (b) For the main activity of the unit, and separately for each of the associated activities for which a supplementary output plan is set up. The supplementary plan shall be prepared on the basis of the regulations and forms prescribed for these associated fields.

The correct manpower-requirement calculations for norm labor in industrial and building enterprises will be made on the basis of estimated working time, the form for which is included in the labor-plan regulations in the industrial and building sector.

4. Seasonal Labor Requirements Plan

Seasonal workers are those employed on short-term labor tasks recurring yearly, such as processing sugar beets and harvest work. However, workers employed for the major part of the year in an enterprise, such as agriculture, building, and the construction-materials industries, are not considered seasonal workers. Seasonal employment is usually not the main source of livelihood of seasonal workers. Mere occasional workers cannot be considered seasonal workers.

The plan for seasonal manpower will be set up in sugar plants, alcohol plants, starch plants, in the canning industry, dried-potato plants, in the tobacco industry, in agriculture, forestry, in the purchasing of agricultural products and in the health and social-services sector.

The quarterly breakdown of the number of permanent workers will disclose whether the intensity of employment in other sectors is economically justified.

The demand for seasonal workers will be divided according to individual months. It will be assumed that a worker mentioned in one month will work for the whole month (for instance, if there are two seasonal workers, each working one half month, they will be considered a single one-month worker). A worker working for several months will be shown in each month.

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The groups of seasonal workers and further details are set forth in the regulations pertaining to specific sectors. The manpower demand in each group will be estimated according to the nature of the work and results of previous years. The planning units must see that the demand for seasonal workers is steadily diminished.

5 Demand for Specialized Personnel Plan

The demand for specialized personnel plan is derived from the figures shown in the permanent labor requirements plan. It consists of two parts: (a) demand for skilled workers plan and (b) demand for trained personnel plan.

The purpose of Part a is to ascertain the distribution of and the demand for certain selected groups of skilled labor. The plan will not in any sense be a complete list of all groups of vocations, as it deals only with personnel essential to the rapid socialist conversion of the economy. The total number of skilled workers will be shown only in the total figure, divided into men and women.

In Part b the demand for graduates of the most important schools will be shown, so that the influx of new graduates can be regulated in an orderly way according to the requirements of the economic plan.

The plan is prepared for the enterprise as a whole without division into principal and associated activities (production, service,

The central organs must see that the skilled-labor requirements for enterprises still under construction which will go into operations during 1951 are reflected in the requirements plan, in addition to the requirements of existing enterprises.

a. Demand for Skilled Workers Plan

The number of selected skilled workers available shall be ascertained in industry, transportation, construction, and in the socialist sector or agriculture and forestry. The list of vocational groups which are to be specifically included in the plan is shown in the sections of these regulations dealing with the respective fields. It is compulsory that the regional supply and demand for skilled workers thus selected be ascertained. Besides the labor groups enumerated, every planning unit may show the demand for another two or three skilled vocational groups of which there are severe shortages in its activities.

In the "group of workers" column in the labor-plan forms, the total number of workers (men, women, and total), coinciding with the specific figures of the permanent labor requirements plan, shall be shown first. It shall show how many skilled workers are included in this number (men, women, and total), and finally, the present supply and demand for the specifically selected workers' groups (not divided into men and women). The list of these vocational groups shall not contain all the specialists working in the enterprise, and thus the total number of skilled workers enumerated will not coincide with the total number of skilled workers.

In the "worker supply and differential" column, the number of workers of the respective qualifications shall be entered in conformance with the principles set forth for the permanent labor requirements plan.

In the last three columns, the methods of recruiting the personnel should be stated. In principal, the enterprise should meet the demand from its own resources, primarily with apprentices and by proper training of unskilled workers (including those who will be employed in 1951). In the last column, that part of the demand which cannot be covered from either of the suggested sources shall be shown.

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Demand for Apprentices Plan

The demand shall be ascertained in all economic sectors in conformance with Form No 1, appended to these regulations. Besides the categories mentioned in the form, the demand for other school graduates within the scope of the planning units may be shown. The plan of demand for personnel from schools shall comprise only graduates from institutes of higher education who will finish their studies during 1951.

6 Demand for Apprentices Plan

The purpose of this part of the plan is to determine the total demand for apprentices, regional distribution, and measures necessary to meet this demand. Apprentices shall be allotted in 1951 exclusively on the basis requirements set forth in this part of the labor plan. The plan shall be elaborated only for the enterprise as a whole, without division into principal and associated activities (production and services).

The demand for apprentices shall be prepared in conformity with Form No 2, appended to these regulations. The form is divided into two parts. In the first part, the supply and demand shall be shown; in the second, housing accommodations for the apprentices. Enterprises not having accommodations shall fill out only lines 1-5. In stating the demand for new apprentices (line 5), the enterprises shall start from the demand for long-term personnel and from the orientation figures. Any deviations from the estimate figures must be thoroughly explained in the comment.

In the first part, the enterprise will show only apprentices of its own. Consequently, no apprentices who have been assigned to training centers from other enterprises shall be shown. On the other hand, apprentices of its own who have been assigned to other training centers shall be shown.

The demand for apprentices shall be stated in cases where there are, for the time being, no apprentices, but where courses for apprentices will be announced in the near future. Apprentices of this kind, however, shall be listed on special forms.

The enterprises which have accommodations at their disposal, or which intend to assign the apprentices to training centers, shall also fill out the second part of the plan (lines 7-13).

In preparing the plan for juvenile manpower demand, the planning units shall cooperate closely with the welfare investments planning unit concerning the number of beds in youth homes.

For 1951, only the demand for apprentices shall be planned. The juvenile workers who are to be assigned to working places directly, without apprenticeship, shall be shown in the permanent labor requirements plan. Enterprises which need 15-year-old workers shall state their demand and housing accommodations in the analysis of the labor plan.

Besides summarizing the plans of subordinate planning units, higher planning units shall survey the planned inclusion of new apprentices in training centers and youth homes.

7. Analysis of the Labor Plan and Proposed Measures to Ensure its Fulfillment

All planning units shall include an analysis in their labor plans and shall propose measures for fulfillment. The analysis shall deal with all parts of the proposal, shall explain the proposed rate of increase of labor productivity, the volume of manpower demand, the proportion of women employed (especially of married women working on a half-day basis), the proportion of persons of limited working capacity employed, etc.

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The above planning units shall make a general analysis of their plans, and, in addition shall give any pertinent information regarding lower units.

The central organs shall prescribe the concrete form and content of this analysis.

II PREPARATION OF THE LABOR-PLAN DRAFT

A Secrecy of the Labor-Plan Draft

All parts of the labor-plan draft are confidential. Those parts of the plan shall be considered secret which comprise data that must be kept secret in the interests of national defense or parts which have been declared secret in accordance with the principles set forth in the regulations concerning secrecy of the plan and statistical data.

B. Responsibility for Preparation of the Plan

The chief officer of the planning unit is responsible for the preparatory work, elaboration of the plan, and its submission within the prescribed time limit; for the statistical and material accuracy of the plan; and, particularly, for the rate of planned increase in labor productivity and for the explanation of planned manpower requirements. He is responsible also in cases where he delegates to some other person the task of preparing the plan.

C. Preparatory Work

1. Ministries

a. Shall issue detailed instructions and explanations supplementary to the regulations of the State Planning Office as may be deemed necessary, and shall submit them to the State Planning Office in duplicate.

b. Shall instruct the central organs.

c. Shall decide on measures to be taken to secure all necessary data on time concerning the number of workers (including persons employed in the private sector and any members of their families helping them), and all additional data essential for the other parts of the labor plan.

2. Central Organs (or Ministries acting as Central Organs)

a. Shall issue detailed instructions and explanations supplementary to the labor-plan regulations for minor administrative units.

b. Shall instruct the minor administrative units.

c. Shall provide for the printing of forms for the labor plan of the minor administrative units.

d. Shall draft a list of the basic planning units (also of their subunits if they concern more than one okres) in each kraj and divided according to the okreses, and shall transmit this list to the planning officers of the Kraj National Committees before 8 August 1950.

e. Shall examine for completeness and accuracy the submitted statistical report concerning control over fulfillment of the labor plan, to ensure the necessary basis for drafting the labor plan.

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in or Basic Planning Units

a. Shall study immediately the regulations for drafting the labor plan for 1951, and shall discuss with higher units any points which seem unclear.

b. Shall prepare the basic data necessary for drafting the labor plan for 1951.

c. Shall see that the alternate plan is prepared in collaboration with all workers.

d. Shall provide that for drafting the alternate plan use be made of the results of socialist competitions, the improvement drive, and the inspection of working places.

e. Shall examine the consolidation and completion of individual-output and general norms in view of quota fulfillment by the best workers and the technical, organizational, and personnel measures aimed at improving labor productivity.

D. Drafting of Labor Plan by Basic Planning Units

The basic planning unit shall elaborate those parts of the labor plan which have been assigned to it by the regulations for working out the labor plan in the specific economic fields.

The plan shall be prepared on prescribed forms in close collaboration with the output and financial planning units, and with the planning units of social and health institutions.

The labor plan shall be prepared in the same number of copies as the output plan and shall be submitted as a part of the total plan of the unit; however, the planning unit shall prepare an additional copy of the labor plan, to be transmitted to the officer in charge of labor and social affairs of the Okres National Committees.

If the basic planning unit covers more than one okres or kraj, the labor plan shall be broken down for all kraj in question; the permanent and seasonal labor requirements plan and the demand for apprentices plan shall be broken down for all okreses in question. The permanent labor requirements plan shall be broken down as a whole, and shall be divided into men and women. The plan, after it has been broken down according to krajs and okreses shall be sent by the basic planning units to the Kraj National Committees and to the officers in charge of labor and social affairs of the Okres National Committees within the prescribed time limit. Special regulations will apply to transportation and construction.

E. Preparation of the Plan by Higher Planning Units

1. The higher planning units shall see that all parts of labor plans elaborated by lower units are submitted on time. The higher planning units shall examine the labor-plan proposals for form as well as content, and shall probe into whether the manpower demand is justified, and whether the proposal takes into consideration the estimate figures of labor productivity and manpower demand. On the basis of this examination they shall evaluate the proposals submitted by lower units.

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2. The labor plan drafts, examined and corrected, shall be set down completely on the forms prescribed for the basic planning units:

- a. For the whole organizational unit.
- b. According to the principal activity of the unit (main branch) and, separately, according to the other activities of the unit (other branches), if it is so prescribed for the specific parts of the plan.

3. In addition, the higher planning units shall prepare

- a. A survey of manpower supply and demand for permanent workers according to the property form of the subordinated unit, providing that there are units of different property forms.
- b. A survey of kraj manpower supply and demand (if the basic planning units or their parts cover more than one kraj). The manpower supply and demand shall be shown for the entire organizational unit and its branches. The demand for specialized personnel and apprentices shall be shown, according to kraj, on forms prescribed for the basic planning units. Demand for apprentices is also to be shown with respect to training centers.

4. Each higher planning unit shall prepare an analysis of all parts of the plan based on proposals submitted by the lower units, and shall propose measures to be taken.

F. Preparation of the Labor-Plan Draft for a Specialized Ministry

The ministries concerned shall examine the labor-plan drafts of their subordinate units in conformance with the regulations set forth above.

They shall discuss with the Ministry of Labor and Social Welfare the amendments proposed by the officers in charge of labor and social welfare affairs of the Kraj National Committees with regard to the labor-plan drafts of basic units, and those proposed by the Ministry of Labor and Social Welfare itself.

On the basis of the examined and corrected labor-plan drafts of lower planning units, the ministry concerned shall prepare the following

1. A draft plan regarding the increase of labor productivity for Czechoslovakia and, as a part of it, the same for Slovakia (in conformance with the regulations).

2. A draft plan of general directives for labor in Czechoslovakia and, as a part of it, for Slovakia (in conformance with the regulations).

3. A draft of the demand for permanent workers, divided into units planned centrally and in the krajs, and their total, on the following basis:

- a. For all units organizationally subordinate to the ministry (total divided into men and women).

(1) According to subordinate central organs (separately for Czechoslovakia and Slovakia).

(2) According to activities (branches) represented in these organs (separately for Czechoslovakia and Slovakia).

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b. For the entire branch, regardless of whether such units are included in this ministry or other ministries, on the following basis:

(1) Total for the various branches (separately for Czechoslovakia and Slovakia).

(2) Divided according to the central organs on which these activities are represented (separately for Czechoslovakia and Slovakia), the total divided into men and women.

c. For the property form of the units subordinate to the ministry in question, without division into centrally and kraj-planned units and without division into men and women, and separately for Czechoslovakia and Slovakia.

d. Total for krajs, divided into men and women.

(1) For all units subordinate to the ministry.

(2) For the branches regardless of whether these units are included in their own ministry or in other ministries.

4. A draft demand for seasonal workers divided into branches, including units subordinate to other ministries (separately for Czechoslovakia and Slovakia).

5. A draft plan of demand for specialized personnel for all subordinate units (separately for Czechoslovakia, Slovakia, and individual krajs).

6. A draft plan of demand for apprentices (Czechoslovakia, Slovakia, and individual krajs) for all units subordinate to the ministry.

7. An analysis of the labor plan and proposed measures necessary for its fulfillment.

G. Time Limits on the Planning Work for 1951

1. Estimate Figures

a. The State Planning Office shall fix and transmit the estimate figures on output and demand to the ministries by 15 July 1950.

b. The ministries shall apportion and transmit the estimate figures to the central organs and Kraj National Committees by 22 July 1950.

c. The central organs and the Kraj National Committees shall apportion and transmit the estimate figures to the subordinate planning units by 5 August 1950.

2. Preparation of the Draft Plans

a. The basic planning units (basic enterprises, plants, etc.) shall submit the draft plans to their higher central organs, the Kraj National Committees, and the labor officers of the Okres National Committees by 23 September 1950.

b. The central organs and the Kraj National Committees shall submit their plan drafts to the ministries and to Section 4 of the State Planning Office by 21 October 1950.

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The regional organs and the Kraj National Committees in Slovakia shall submit their plan drafts to the central organs, the Slovak Commission, and the Slovak Planning Office by 7 October 1950.

c. The ministries, after receiving the plans from the central organs, shall separate those parts of the plans which belong in the field of other ministries and shall transmit such parts to these ministries by 31 October 1950.

The ministries shall submit the plan drafts of their subordinate units, together with their own plan, and the draft plans of their branches to the State Planning Office by 18 November 1950. Within the same time limit, the Ministry of Labor and Social Welfare shall submit its labor-plan draft.

The Slovak Commissions shall submit their plans to the ministries and to the Slovak Planning Office by 21 October 1950.

In the building industry, the same time limits are to be applied for the labor-plan draft as for the output plan of this branch.

H. Additional Changes in the Submitted Labor-Plan Draft

After the plan drafts have been submitted, the planning units may change plans only with the permission of their immediately superior planning unit or on its recommendation. If such change is to be made by a higher planning unit, the change must be discussed with the unit concerned. It shall prepare a new draft in all fields which have been changed by a basic planning unit and shall send this draft to all places which have received the original labor-plan draft (including the Okres National Committees), in order that the corrected sheets may be replaced by new ones.

After the draft plan has been submitted, the planning units can make changes only with the approval of the immediately superior planning unit.

Form No 1

Planning Unit

Central Organ to Which Unit Is Subordinated

Location (okres and kraj):

(Security Classification)

Demand for New Trained Workers

Third Degree [Secondary] SchoolsNo of Trainees
Finishing in 1951

a. Lower

Electrotechnical
Mechanical
Chemical
Construction
Mining
Metallurgical
Foundry
Economic and commercial
Forestry
Agricultural

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Form No 1 (Contd)

No of Trainees
Finishing in 1951Third Degree / Secondary²⁷ Schools

b. Higher

Electrotechnical
Mechanical
Chemical
Construction
Economic and commercial
Social
Health
Forestry
Agricultural
Gymnasiums

Institutes of Higher Education

Civil Engineering
Construction, transportation
Water management
Architecture
Mechanical engineering
Electrotechnical engineering
Chemical engineering
Agricultural engineering
Mining engineering
Metallurgical engineering
Surveying engineering
Forestry engineering
Commercial engineering
Law
Medicine
Pharmaceutical
Veterinary
Political and social

Notes

The school divisions listed here are meant to include all specialized types of those schools. For example, in electrotechnical engineering the category also includes electronic engineering; the economic and commercial schools include the special school for foreign trade; and the agricultural schools include schools for fruit raising, viticulture, truck gardening, etc.

The lower specialized schools are generally 2-year courses and correspond to the former "master" schools, the 2-year commercial schools, etc. These schools do not include the basic specialized apprentice schools.

The higher specialized schools are generally 4-year courses and have an examination at the end. They correspond to the former higher industrial school, the commercial academy, etc.

The gymnasiums at present include the curricula of the former high schools of applied sciences (the "Realschulen" and "Realgymnasien").

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Form No 2

Planning Unit.

Central Organ to Which Unit Is Subordinated:

Location (okres and kraj)

Orientation Figures of Demand
for New Apprentices in 1951

Male

Female

(Security Classification)

Draft of Demand for Apprentices Plan

ApprenticesMale Female Total

1. Actual number of own apprentices
as of 30 Jun 1950
2. Expected number of own apprentices
as of 31 Dec 1950
3. Reduction in number of apprentices
because of youth completing training
in 1951
4. Other reductions in 1951
5. Demand for new apprentices in 1951
6. Total planned number as of 30 Dec 1951
(equals entries 2+5-3-4)

Apprentices Accepted in 1951

7. Housed in places vacated in 1951
8. Housed in places created in 1951
9. Number transferred to training centers
outside of factory
10. Number of training centers to which
transferred
11. Local apprentices trained
12. Total number of apprentices accepted in
1951 (equals entry 5, also equals entries
7+8+9+11)
13. Additional apprentices to be transferred from
other factories for training

Notes

"Own" apprentices means those apprentices trained by the factory, even though they were transferred elsewhere. This does not, however, include apprentices who were transferred from elsewhere to the training center.

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"Youth completing training" includes only those who do not proceed to further training.

This draft plan is to be compiled by every factory which accepts or trains apprentices. The draft plan is to include data for the factory, enterprise, central management, etc.

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